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| **The Highland Council** |
| **Proof of Applicants Identity** |
| **We have to ensure that as an employer we have proof of your eligibility to work in the United Kingdom. We are required by law to ask you to produce the following. Please bring with you to interview:**  **EITHER**   * one of the original documents in List 1;   **OR**   * two of the original documents in the combinations given in List 2. |
| **List 1** |
| **Any one of the documents included below in List 1.**   * A passport showing that the holder is a British citizen. * A passport showing that the holder has a right of abode in the UK (a visa stamp). * A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the United Kingdom, or has no time limit on their stay. * A passport or other travel document endorsed to show that the holder can stay in the United Kingdom – and that this endorsement allows the holder to do the type of work you are offering provided it does not require a work permit or certificate of sponsorship. * An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment. * If the individual has an EEU or Swiss passport, settled status needs to be checked. *On 31st December 2020, free movement of people between the UK and EU (except Ireland), EEA countries and Switzerland ended.*   *EU, EEA and Swiss nationals living in the UK before 1st January 2021 have to apply for pre-settled status if they have been in the UK for less than 5 years or settled status if they have been in the UK for five years or longer. This will give them the right to (continue) to work in in the UK. To legally recruit a candidate with an EU, EEA or Swiss nationality living in the UK, the lead officer will have to check their (pre-)settled status. To view a job applicant’s right to work in the UK, visit the UK Government/view-right-to-work site, following the link* [***here***](https://www.gov.uk/view-right-to-work)*.*  *You will need the applicant’s date of birth and their right to work share code. Until 1st July 2021, EU, EEA and Swiss nationals currently living in the UK have the right to work in the UK based on their nationality. After 1st July 2021, they can only work in the UK if they have (pre-) Settled Status. Individuals with an Irish passport do not need to apply for Settled Status and can continue to live and work in the UK based on their Irish nationality*. |
| **List 2** |
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| **First Combination** |
| * A document giving the person’s permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency. **AND** * a full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents; **OR** * a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR * a certificate of registration or naturalisation stating that the holder is a British citizen; **OR** * a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR** * an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **OR** * a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering; **OR** * an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom. |
| **Second Combination** |
| * A work permit or other approval to take employment that has been issued by Work Permits UK; **AND** * a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; **OR** * a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question. |